

## **Resources for Procurement Card Cardholders and Approving Officials** <sup>[1]</sup>

### **PSC Website**

The [PSC website](#) <sup>[2]</sup> contains information on procurement policies, procedures, and instructions, including:

- Procurement Card Handbook
- Procurement Rules
- How to Buys by commodity

[Launch the Procurement Card Approving Official Training.](#) <sup>[3]</sup>

[Launch the Procurement Card Cardholder Training.](#) <sup>[4]</sup>

### **Procurement Card Application**

An application for the [Procurement Card](#) <sup>[5]</sup> can be submitted in Concur Request. Online training is required before the [Procurement Card](#) <sup>[5]</sup> can be issued. For more information, please refer to the [Procurement Card application](#) <sup>[5]</sup> page.

### **Expense Delegates**

Expense delegates can help reconcile your Procurement Card expenses – as well as your travel expenses – on your behalf. Step-by-Step instructions are available for [identifying your delegates](#). <sup>[6]</sup>

### **Reconciling Your Procurement Card Expenses**

Step-by-Step Guides are available on the [Concur – Reconciling Procurement Card Learning Resources](#) <sup>[7]</sup> page, specifically:

- Step 1 – Creating the Expense Report
- Step 2 – Adding Expenses
- Step 3 – Allocating Expenses
- Step 4 – Attaching Documents
- Step 5 – Setting the Approval Flow
- Step 6 – Submitting Expense Reports

